

ER: 5-9711

SEP 3 1954

MEMORANDUM FOR: Comptroller

SUBJECT : Status of Nominations from Office of the
Comptroller for the Program for Career
Development of Junior Personnel

REFERENCE : Your Memorandum dated 18 August 1954, in
re: "Recommend Candidates for JOT Program"

1. I have studied carefully the list of seven nominations made in the referenced memorandum above, and would like to comment briefly upon the topic of form and content of these applications after making one or two observations generally:

- (a) Unfortunately, the eligibility criteria for the JCD Program, as set forth in Agency Notice, No. [REDACTED] states that the training requirement must be met solely through formal training; in the case of applicants from the DD/A area, such training, if not previously acquired, may be obtained through the Basic Intelligence Course, Parts I and II. Therefore, it is not possible to substitute experience for this deficiency.
- (b) Consequently, before any application can finally be considered by the Selection Committee for the JCD Program, evidence must be on hand that the applicant has taken or is taking the training required. The Basic Intelligence Course convenes again on 1 November 1954, and continues through 17 December 1954 on a full-time basis. Since the initial selection for the JCD Program will take place in mid-December, any of those people needing training whose applications you have supported will have to be enrolled in this BIC. Applications for this course may be submitted on the green Training Request, Form 51-1, in triplicate, and should reach this office no later than 11 October 1954. Entry into the BIC does not guarantee subsequent selection to the JCD Program, but no applicant may be selected without it if he is not already qualified training-wise.

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(c) Several of the seven applications in question have lacked an actual Career Development Plan, as called for under "Instructions" on page 1 of the actual application, Form 37-202. The attention of the applicants and their supervisors is called especially to this section, and in particular to the requirement that an estimate of the probable time for the Career Development Plan be stated. Generally, the plan should not be less than one year nor more than two in length, with time in each component specified within the overall time for the plan.

2. I shall indicate suggested courses of action on each case, in order:

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Since Mr. [REDACTED] has had only the Administrative Support Course, he will of necessity have to be enrolled in the BIC, both Part I and II, convening in the manner set forth in (b) above. Also, although he has spelled out a Career Development Plan, there is no indication how long it might take to accomplish. This information can be submitted as a memorandum attachment to the application, in triplicate.

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Since Mr. [REDACTED] has had both the ID/A Intelligence Refresher Course and the Human Resources Course, neither of which is qualifying for the JCD Program, he will need to be enrolled in the BIC, just as Mr. [REDACTED]. His Career Development Plan is thoroughly stated, and the application is otherwise in order.

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Because of his once-projected overseas assignment and attendant training, Mr. [REDACTED] has more than enough training to meet the requirement. His Career Development Plan is slightly vague, and no indication is given as to the length of time it might require to accomplish. As with Mr. [REDACTED] he might give a timetable for the various projected assignments by separate memorandum. His age (in his 34th year) will assure his consideration with the initial group, even though he presently lacks one year of the service within CIA requirement. Were he to be selected, however, his actual transfer to OTR sponsorship would probably be held up until he had completed 3 years of Agency service, or close to his 34th birthday. His biographic presentation was exceedingly complete, possibly even more so than called for, in view of the fact that his Personnel File will be before the Selection Committee when they meet on his case.

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[REDACTED] His Career Development Plan is spelled out, but again, no estimate is given on length of time to accomplish it. Like Messrs. [REDACTED] and [REDACTED] this information can be supplied by separate memorandum. Having had only the Human Resources Course, Mr. [REDACTED] also lacks the required training and will need to be enrolled in the November BIC. Since he will pass the age limitation on 5 January, 1955, his only chance for JCD consideration comes in December of this year.

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[REDACTED] Mr. [REDACTED] has the required training to qualify, the right amount of Agency service, and is still young enough so that his age does not mitigate against him should he not be selected in the initial group. His Career Development Plan needs some additional clarification, and an indication should be given as to the length of time it will require.

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[REDACTED] Mr. [REDACTED] having had only the DD/A Intelligence Refresher Course and the Human Resources Course, needs the BIC before qualifying training-wise. He also needs a Career Development Plan in greater detail than the few remarks he has given it under Section 8 of the application.

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[REDACTED] Mr. [REDACTED] has the requisite Agency training and length of service. He lacks a cohesive Career Development Plan and a timetable therefor, however.

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3. Since the above cases need only minor amendments, it would seem appropriate to plan on presenting them to the next meeting of the DD/A Career Service Board, tentatively set for 17 September 1954, under the appropriate Agenda item. Since the Personnel File must be obtained by this office in sufficient time to prepare it for Board consideration, it would be appreciated if the amended applications could reach this office no later than Wednesday, 15 September.

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cc: Dr [REDACTED]
D. [REDACTED]
Mr [REDACTED]

Career Development - Junior Personnel

EA-DD/A:JAC:dlc (2 Sept 54)

Distribution:

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[REDACTED]
Special Assistant to the
Deputy Director (Administration)

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